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16 October 1970

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 42
12 - 16 October 1970

1. The Agency has responded to the Defense Supply Agency's offer by accepting two of the three spaces offered for the next Defense Petroleum Indoctrination Course (2 November). The two nominees are: Peter [redacted] GS-13, IAS; and [redacted] GS-13, OCI. The course is being conducted in Hollywood, California. [redacted] was interested in enrolling a student but not when they heard the location of the course!)

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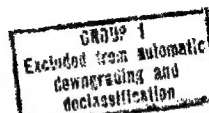
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3. The ADP Orientation course scheduled for January is already oversubscribed. We alerted [redacted] OCS, (Chief Instructor) to this. [redacted] plans to talk to the Chief of the OCS Training Staff about the possibility of offering another running -- possibly in December -- to meet the anticipated demand.

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4. By regulation, the Office of Personnel is required to submit a Form 73 (Request for Internal Training) for both the Introduction to Intelligence Course and the Introduction to Communism Course for each professional EOD. The merger of these courses,

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of course, eliminated the need for the submission of two separate forms. Unfortunately, the wheels continued to grind in the old manner, and we found that we were receiving two separate forms on each new EOD (one for each course.) To eliminate the need for this extra work and time involved, AIR called [] OP, and informed him that only one Form 73 would be required for these students. [] was grateful and said he would straighten out this little administrative detail. 25X1A9A 25X1A9A

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5. Messrs [], Chief, Policy and Planning Staff, OF; and [] Deputy Director for Accounts and Audit, OF, will attend the Brookings Institution's Financial Management Roundtable, 19 - 21 October, at Airlee House, Warrenton, Virginia. [] is substituting for [] O/DDS. 25X1 25X1A9A

6. The 2 November National Interdepartmental Seminar (NIS) still has five students enrolled: two DDI (OER and OBG), two DDS (OS and O/DDS -- presently NPIC), and DD/S&T/ORD. O/DDS [] have been informed. The [] Training Officer indicated to AIR in a phone conversation that [] might have a nominee. 25X1 25X1A8A 25X1A8A

7. The Library received a report from H. C. Eisenbeiss, Director of Central Reference Service, on expenditures in the first quarter of FY 1971 for OTR publications procurement. CRS will make this report available to us each quarter. The sum for renewals was based on subscriptions in effect as of 1 July 1970, and July 1970 prices. The sum for ad hoc orders was based on our FY 1970 ad hoc orders. The sum earmarked for renewals is virtually used up; this is normal and reflects the fact that CRS has received and is now placing our orders for continuing subscriptions for CY 1971. The "amount spent for ad hoc orders to date" reflects book purchases and purchases of a single copy of a periodical. The "uncommitted balance" is the difference between the total sum earmarked for us by CRS and the sum of the orders received from us through 29 September 1970.

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Total Amount Earmarked	\$29,800
Amount Earmarked for Renewals	8,537
Total Amount Spent for Renewals To-Date	8,444
Total Amount Spent for Ad-Hoc To-Date	3,717
Total Amount Spent To-Date	12,165
Uncommitted Balance	17,635

It is clear that we are in good shape. We have roughly \$4,000 a quarter left for books and roughly \$1,500 excess to take care of new subscriptions or changes in publications prices.

8. Students in the present Introduction to Communism course have used the Library extensively this week.

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Chief
Instructional Support Staff

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